



CITY OF GREEN BAY APPLICATION FOR SPECIAL EVENT PERMIT

Answer all questions completely. Please print clearly.

This application must be on file in the Risk Management Division at least **60 days prior** to the event.
City of Green Bay, 100 North Jefferson St. Room 500, Green Bay, WI 54301

- 1.) Request is for: ☐ Parade ☐ Run/Walk ☐ Exhibition ☐ Other: _____
- 2.) Name of Event: _____ Date of Event: _____ Rain Date: _____
- 3.) Name of Sponsoring Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____
- 4.) Contact Person: _____ Phone: _____ Fax: _____ E-mail: _____
Address: _____ City: _____ State: _____ Zip Code: _____
- 5.) Assembly Time: _____ Start Time: _____ End Time: _____
Specific location of event: _____
- 6.) Attach a map designating the event parameters. Attach a route for runs/walks/parades.
- 7.) Are street closures required? Is so, list streets to be closed: _____
- 8.) Estimated number of Participants: _____ Spectators: _____ Vehicles: _____ Animals: _____
- 9.) Food prepared/served at event? ☐ Yes ☐ No If so, contact Brown County Health Department (448-6400)
- 10.) Will alcoholic beverages be served? ☐ Yes ☐ No If so, what type(s): _____
- 11.) Will tents or other temporary structures be erected? ☐ Yes ☐ No If so, where: _____
- 12.) Will the event utilize any Green Bay Park Facilities? ☐ Yes ☐ No If so, which: _____
- 13.) Check which services are needed: ☐ Cleanup ☐ Barricading ☐ Garbage Pick-up ☐ Street Sweeping
If yes, please explain: _____
- 14.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes ☐ No
If yes, please explain: _____
- 15.) Is any other special assistance from the City needed: ☐ Yes ☐ No If yes, please explain: _____

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF GREEN BAY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature of Applicant

Date

FOR CITY USE ONLY

Date application received: _____

Certificate of Insurance on file with required coverage:

☐ Yes ☐ No

Liquor License required: ☐ Yes ☐ No

City Departments to be Notified: ☐ GBPD ☐ GBFD ☐ PRF ☐ DPW ☐ Mayor ☐ Transit ☐ Other

Event Classification: ☐ Low Hazard ☐ Medium Hazard ☐ High Hazard ☐ Special Hazard

Permit Fee: ☐ \$25.00 ☐ \$50.00 ☐ \$250.00 ☐ \$500.00

Comments: _____

Application: ☐ Approved ☐ Denied

Safety Manager

Date Approved